

Workplace Assessment Task 11.1 – Assessor’s Checklist

(This form is for the assessor’s use only)

Purpose

This *Assessor’s Checklist* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment Task 11**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 11.

Task Overview

For this task, the candidate is required to:

- Conduct a site inspection to verify the commencement of work
- Discuss project progress with relevant site personnel
- Discuss compliance of performance with contracts terms to contracting parties
- Review compliance with relevant legislation and regulations

In this task, the candidate will be assessed in their:

- Practical knowledge on contract administration
- Practical skills in administering the project contract.

Instructions to the Assessor

During the assessment

- For each practical skill listed in this observation form:
 - Tick YES if you confirm you have assessed the candidate demonstrate/perform the practical skill.
 - Tick NO if you have not assessed the candidate demonstrate/perform the practical skill.
- If you ticked YES, provide the date when you assessed the candidate demonstrate the skill.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

Candidate Details

Candidate name	Michael Tott
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Assessor Details

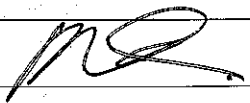
Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	WHS ACT 2011

Assessor's Checklist

Confirm Performance of Work:	YES/NO	Assessor's comments
1. The candidate communicates project progress with relevant site personnel (email evidence must be provided)	☒ YES ☐ NO	
2. The candidate communicates compliance of performance with contracts terms to contracting parties (email evidence must be provided)	☒ YES ☐ NO	
3. The candidate reviews compliance with relevant legislation and regulations (email evidence must be provided)		
i. The candidate reviews applicable legislation to the project	☒ YES ☐ NO	
ii. The candidate reviews applicable regulations to the project	☒ YES ☐ NO	
iii. The candidate reviews applicable organisational policies and procedures	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, confirm performance of work.	
I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's performance during their completion of the workplace task.	
Assessor's signature	
Assessor's name	DYLAN CUNNINGHAM
Date signed	24-01-24

End of Workplace Assessment – Assessor's Checklist

